

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency DEPARTMENT OF STATE	3a. Position Number 312201100511
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) GENERAL MECHANIC (Series) _____ (Grade) FSN-05
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Regional Classification	Electrician-1210	FSN-05		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <u>Electro-Mechanical Technician</u>	7. Name of Employee <u>Vacant</u>
8. Office / Section <u>Facilities Maintenance</u>	a. First Subdivision <u>Management Section</u>
b. Second Subdivision <u>Facilities Maintenance</u>	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

Performs maintenance and repairs on buildings as well as electrical, mechanical and electronic equipment in Government Owned buildings.

14. Major Duties and Responsibilities 50 % of TimeElectrical, mechanical and electronic preventative maintenance electrical and HVAC distribution systems. 35 % of TimeElectrical and mechanical equipment repairs, upgrade of old or non-functioning electrical/electronic/mechanical equipment 10% of Time.Petty cash purchases through local suppliers and driving of maintenance vehicles to and from job sites. 5% of Time.

Performs or assists other technicians in HVAC maintenance repairs to include configuring electronic controls	10% of Time
Advices Facilities Foreman, Facilities Engineer and FM of required spare parts and utilizes his knowledge and experience To suggest the most effective solutions to electrical or mechanical problems.	10% of Time
	15 % of Time
Maintains and inventory of specialized tools and spare parts and submits periodic replenishments requests in advance of need To secure the best pricing and quality to be prepared for any emergency	8% of Time.
Follows proper safety procedures in all work activities in relation with electrical or mechanical field.	4% of Time
Other duties as assigned	3% of Time

15. Qualifications Required For Effective Performance

- a. Education
Secondary Education (high school diploma)/ Trade school in the Mechanical or Electrical trades is required.
- b. Prior Work Experience
A minimum of 5 years as an electrician, mechanic or HVAC technician are required..
- c. Post Entry Training
Electronic and Mechanical systems, Safety procedures
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
Spanish IV (fluent) and English II (Limited) is required
- e. Job Knowledge
Deep knowledge of Electrical and Mechanical systems.
- f. Skills and Abilities
Has excellent interpersonal relationships and works well in a team or individual environment.
Makes decisions in his field.
Can keep a flexible schedule to work after-hours or weekends as needed.

16. Position element

- a. Supervision Received
From the Facilities Maintenance Foreman.
- b. Supervision Exercised
None.
- c. Available Guidelines
Electrical or mechanical system manufacturers.
- d. Exercise of Judgment
Every time an activity is encountered or engaged.
- e. Authority to make Commitments
In emergencies, he can purchase spare parts to solve problems.
- f. Nature, Level, and Purpose of Contacts
Local providers for spare parts and information.
- g. Time expected to Reach Full Performance Level
One year.